

Hall of Records  
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE  
submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE NO. 125

PAGE NO. 1

1. Requesting Agency

DEPARTMENT OF EDUCATION

2. Division or Bureau of Requesting Agency

DIVISION OF FINANCE AND RESEARCH

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.1. GENERAL CORRESPONDENCE

Size of Documents: 8½" x 11"

Period Covered: 1947 - -

Quantity: 2 drawers (3 cubic feet)

File Arrangement: alphabetically by subject or correspondent

Annual Accumulation: 6 linear inches

Disposable Amount: 1 cubic foot

This file contains correspondence with other State and Federal agencies, counties, municipalities and individuals concerning the functions of the Division. A large part of the file consists of correspondence relating to the On-the-Job Training and On-the-Farm Training programs administered by the Department.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.

approved Hall of  
Records Commission2. INDIVIDUAL CLIENT'S BUDGETS

Form No.: R-7-A

Size of Documents: 8½" x 11" and 5" x 8"

Period Covered: 1939 -

Quantity: 8 cubic feet

File Arrangement: by district and alphabetically therein

Annual Accumulation: ½ cubic foot

Disposable Amount: 5 cubic feet

This form is maintained by the Division for every handicapped individual (client) whom the Department assists in rehabilitating and

approved Hall of  
Records Commission

7. Agency, Division or Bureau Representative



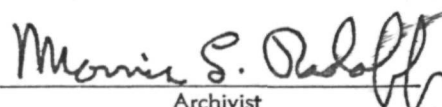
Signature

Asst. State Superintendent

Title

February 10, 1955

Date

Schedule Authorized as Indicated in Col. 6 by Hall of  
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of  
Public Works.Feb. 11, 1955  
Date  
ArchivistFEB 14 1955  
Date  
Secretary

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

placing in employment. It shows the budget allowance and expenditures for each client. Included in such expenditures are artificial limbs, hospital and rehabilitation costs. This information also is shown on the Closed Case Report (Form R-9) which is maintained as a permanent record by the Division of Vocational Rehabilitation (Schedule 68, approved by the Board of Public Works on August 9, 1954).

The rehabilitation program involves Federal and State funds and the records are necessary for Federal as well as State audit.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DATE OF CLOSURE AND LAST AUDIT AND THEN DESTROY.

3. ACCOUNTING RECORDS

Period Covered: 1948 -

Quantity: 18 drawers (27 cubic feet)

File Arrangement: chronological

Annual Accumulation: 3 drawers (4 1/2 cubic feet)

Disposable Amount: 13 cubic feet

This item includes all standard accounting forms used by all State agencies as supporting data to the final book of entry. The final book of entry is to be retained permanently.

Comptroller of Treasury Forms

Form No.

Title

E-1-3

Distribution of Charges

DD-1

Certificate of Deposit

R-2

(Formerly MR-2) Monthly Report of State Funds Collected

none

Distribution of Unexpended and Obligated Balances

none

Monthly Statement of Balances

none

Memorandum of Adjustment

Purchasing Bureau, Department of Budget & Procurement

1-A

Requisition for Supplies

47A

Purchase Order

100-16

Out of Schedule Requisition

39-A

Stores Requisition

CF-3

Requisition for Equipment (Capital Fund)

100/24

Actual Emergency and Repairs Report

Budget Bureau, Department of Budget & Procurement

BB-1

Formerly BB-1 and BB-2

none

Budget Schedule Amendment Sheet

BP Inv. R101

Report of Fixed Assets (annual)

BP Inv. R102

Report of Material and Supplies (annual)

APPROVED BY  
BOARD OF PUBLIC WORKS

Date FEB 14 1953

*J. M. Cusack*  
Secretary

*approved Hall of  
Records Commission*

ST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

SCHEDULE 125  
NO.

PAGE  
NO. 3.

Hall of Records  
Commission

4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

BP Inv. 6 Material and Supplies Physical Inventory (annual)  
1 thru 11 Budget Estimates for Fiscal Year

Other Accounting Records

Bank Statements  
Bank Deposit Slips  
Bank Deposit Receipts  
Check Stubs  
Confirming Orders

These records are necessary for audit purposes.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

4. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE

PAYROLL (Prior to July 1, 1953) The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL JOURNAL The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS Additions and Exceptions - The Agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-b, approved by the Board of Public Works, January 11, 1954).

PAY WARRANTS The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. 3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works on May 10, 1954).

TRANSMITTAL FORM E-1 or E-2 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. 5, Item 3, approved by the Board of Public Works, May 10, 1954).

BOARD OF PUBLIC WORKS  
FEB 14 1955  
Date.....

*J. Melus*  
Secretary